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ABSTRACT

This workbook in library skills designed to acquaint Pennsylvania State University students with the facilities and resources of their library is used in conjunction with courses offered at the University, and its mandatory completion is incorporated in the final course grade. It is organized into exercises dealing with types of materials rather than by area of the library. Each exercise has an introductory section explaining the material covered, followed by a set of questions to be answered individually by students. Specific areas covered include the card catalog, classification systems, periodical and book review indexes, dictionaries, encyclopedias, almanacs and statistical sources, biographies, newspapers and newspaper indexes, government documents, maps and atlases, audio services, the stacks, and the reserve reading room. Floor plans of the various areas of the library and examples of catalog cards and other forms are provided. (Author/MBR)

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The Pennsylvania State University

LIBRARY RESOURCES

A Self-Paced Workbook

by

Beverly L. Renford

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Beverly Renford

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR006546

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Revised, March 1978

FOREWORD

The library system at Penn State exists for students and faculty but is, in many ways, particularly important to the former. Its 2,000,000 volumes, and 1.5 million mircroforms and tens of thousands of government documents are housed in an apparently bewildering complex of buildings. We hope that this book will act as a guide both to the physical locations and to the many resources of the library.

No matter what field you are presently in or plan on entering at Penn State you will need to know how to find information. You can start learning that here, if you have not already done so, as the published knowledge we offer you is the same knowledge and in the same form you will need and use forever. This workbook should be a small, but significant beginning in mastering the world of organized information.

Stuart Forth
Dean of University Libraries

INTRODUCTION

This workbook in library skills is designed to acquaint you with the facilities and resources of the library. The skills and knowledge you acquire will be useful throughout your academic career, in whatever library you may be working.

The workbook should be done as early in the term as possible; you may proceed at your own pace. For each assignment READ the text for that section and then turn to the corresponding assignment sheet. Your set of questions is unique; no other student in your class has the same questions for any assignment except the first.

The book is organized by types of material not by area of the library. This does mean that you will be going to different areas of the library to complete various assignments. A very good example of this would be the assignment where it is necessary to locate books in the library. Books are located on the four floors of the East wing, the seven levels of the stacks in Central Pattee, or in the West wing. A book could also be in microformat and be located in the Microform Section of the library. Be prepared to use most areas of the library.

As soon as you have completed your workbook, come to the Workbook Service Desk in the Reference Room of Pattee Library. You will be given a MACHINE READABLE answer sheet and asked to transfer your answers from this book to the sheet. This will take approximately 10-15 minutes. These sheets will be carefully checked. It will be necessary for you to check back at the same desk within a few days after you turn in your answer sheet and book. If there are corrections to be made, they may be completed at this time. The workbook will be returned to you for you to keep.

The workbook is <u>not</u> complete until you have answered <u>all</u> the questions correctly, regardless of the number of times an individual assignment may have to be redone. The only two grades given will be "Complete" or "Incomplete." Your grade (Complete or Incomplete) will be forwarded to your instructor by the end of the term as part of the final grade for your course.

A FINAL NOTE: The workbook is not designed to be "tricky". There is the possibility that typographical errors have been made in your book. If you experience difficulty in answering a question, please check with a person at a nearby service desk.

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CHAPTER ONE

LIBRARY TOUR

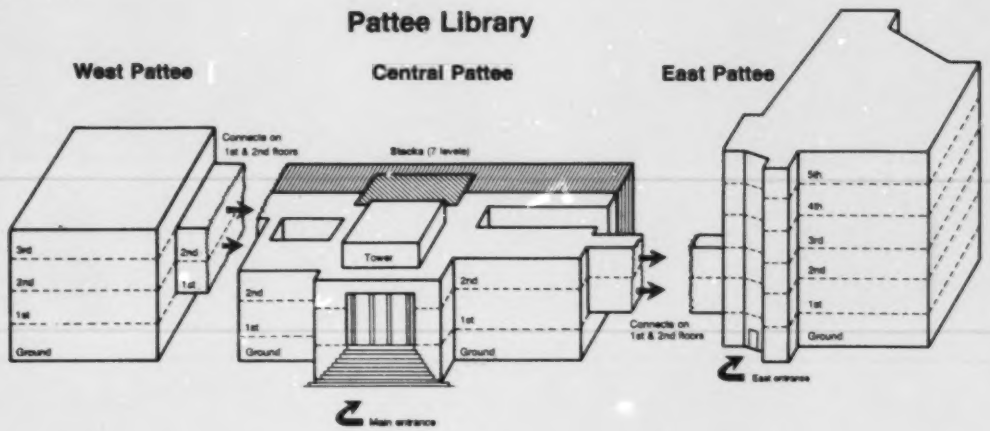
The University Libraries consist of a central collection, seven branch libraries, and eighteen Commonwealth Campus libraries. The Fred Lewis Pattee Library Building houses the central collection which includes reference, maps, microforms, government documents, special collections, the Arts Library, and the Life Sciences Library. The Library supports beginning and advanced research for the undergraduate, graduate, and faculty.

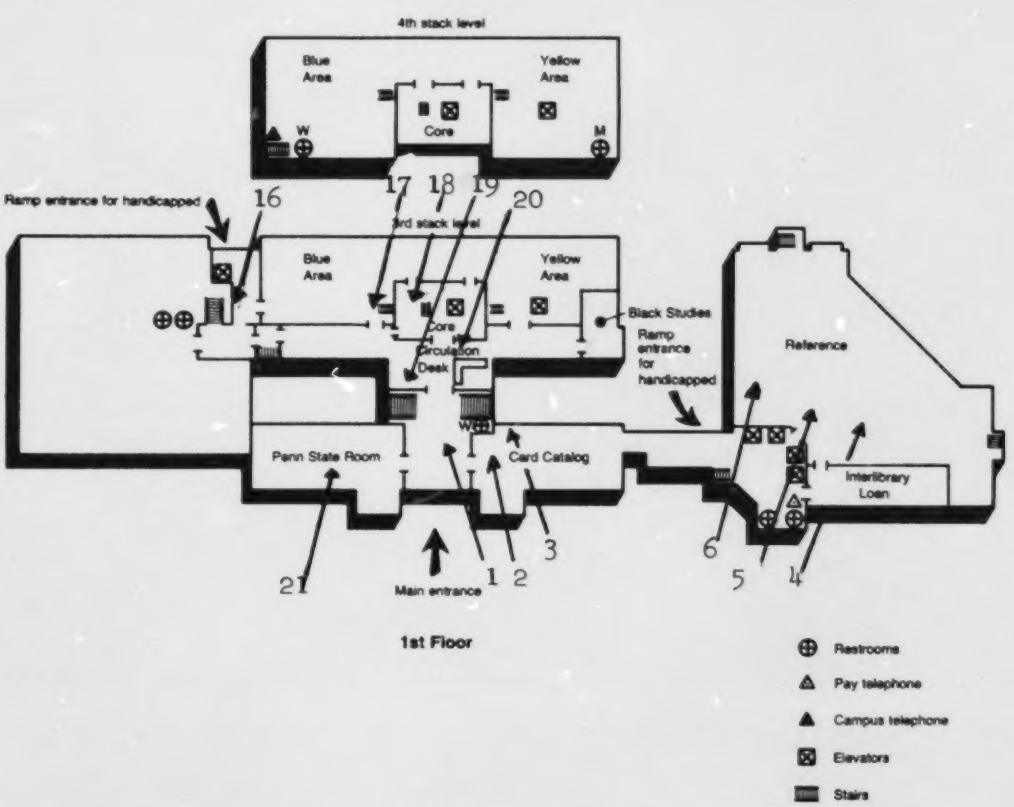
Learning to use a library effectively can make the difference between success and failure at college. The first step is to know your way around the building itself. Rather than take you on a group tour, we have designed a self-paced, self-directed tour of Pattee Library. This tour will provide you with an overall picture of the Library. You will be returning to most areas to complete an assignment later in the book.

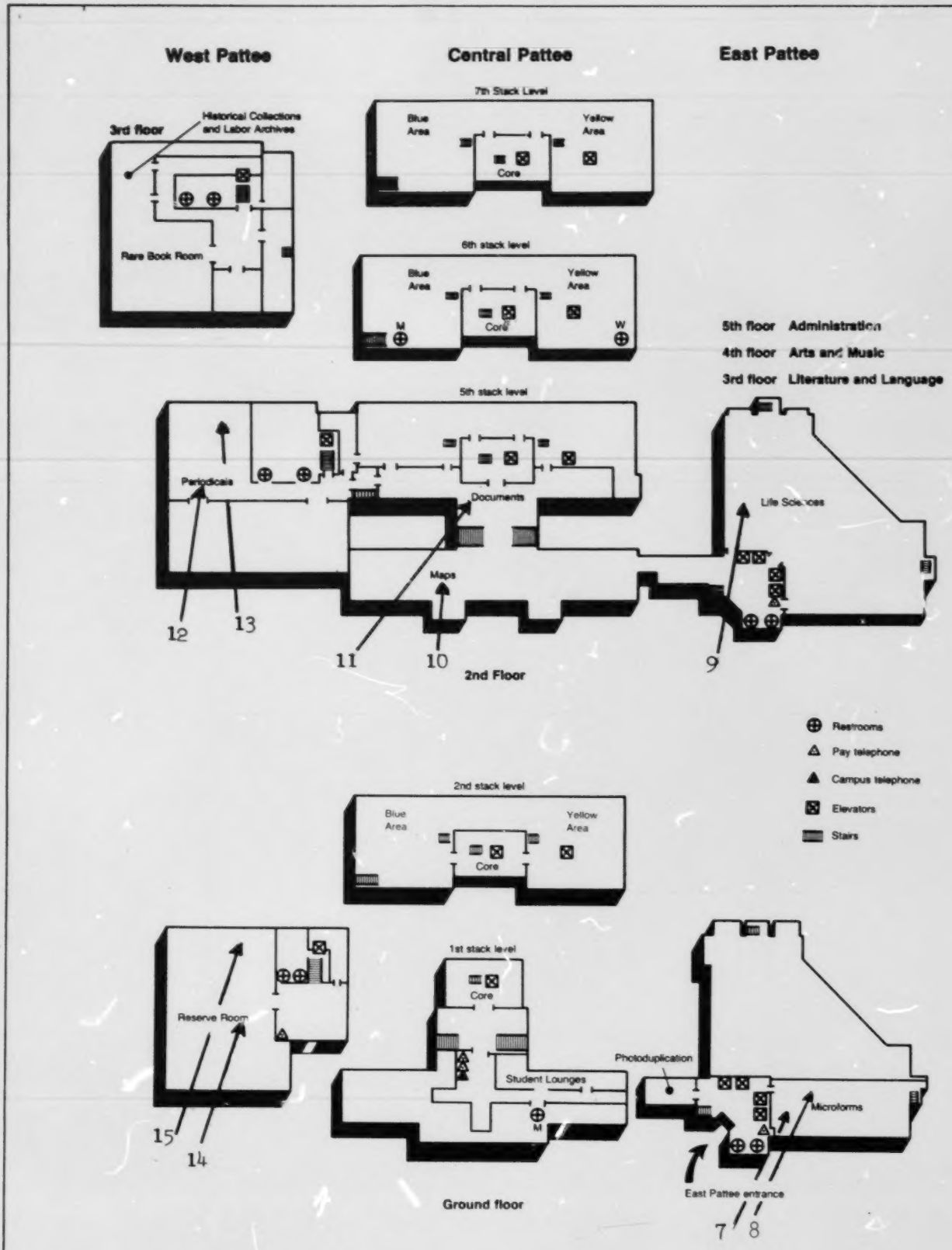
Floor Plans

The Pennsylvania State University Libraries

Pattee Library






West Pattee
Central Pattee
East Pattee
7th Stack Level
Blue Area
Yellow Area
Core
3rd floor
Historical Collections and Labor Archives
Rare Book Room
6th stack level
Blue Area
Yellow Area
Core
M
W
5th floor Administration
4th floor Arts and Music
3rd floor Literature and Language
5th stack level
Periodicals
Documents
Life Sciences
Maps
12
13
11
10
9
2nd Floor
Restrooms
Pay telephone
Campus telephone
Elevators
Stairs
2nd stack level
Blue Area
Yellow Area
Core
Reserve Room
1st stack level
Core
Photoduplication
Student Lounges
M
Microforms
15
14
East Pattee entrance
7
8
Ground floor

THE LIBRARY TOUR

Welcome to the Fred Lewis Pattee Library. The purpose of this self-guided tour is to acquaint you with the locations of some of Pattee's resources and facilities, and to allow you to tour at your own pace. As shown on the map page, there are numbers on bright yellow cards placed in twenty-one locations around the library. On your tour, find the numbers from 1 - 21, and describe on the corresponding numbered blanks the item to which the number has been attached (for example, information desk, newspaper shelves, card catalog). In some cases, it is necessary for you to go into the various areas and look around for the numbers.

DIRECTIONS: Find location #1 on the map page and begin your tour.

LOBBY

This is the main entrance and one exit point. Often this area has exhibits and displays. If you need help finding a specific area of the library, the push-button directory board may be of some help.

1. _____

CARD CATALOG

Whether you have to find an author, title or a subject, you should be able to find a book by using the card catalog. Library locations can easily be determined by using the large directory boards and/or by inquiring at the the Information Desk.

2. _____

3. _____

DIRECTIONS: Go through the doorway at the far end of the card catalog room to East Pattee.

REFERENCE

This is an extensive collection containing many helpful reference books and indexes. Help is near at hand. Just ask if you have a question.

4. _____

5. _____

6. _____

DIRECTIONS: Take stairwell or elevator to the ground floor.

MICROFORMS

Many items, both current and historical, have been issued in micro format. Do you need to read an 1890 New York Times, or a rare, out-of-print book? Check here.

7. _____

8. _____

DIRECTIONS: Take stairs or the elevator to the 2nd floor.

LIFE SCIENCES

A branch library within a library! Agriculture, biology, medicine and nursing resources are the subjects included here. Expert help is available for the asking.

9. _____

MAPS

Traveling? Taking a geography course? Just like to look at maps? Here is the room for you. Thousands of different maps and atlases are at your finger tips. Not self-service, but there are very friendly people to help you get what you want.

10. _____

DOCUMENTS

Would you like to see the Watergate Papers? How about information on garden insects, or statistics of your home town? The Government Documents area will provide these and much, much more.

11. _____

PERIODICALS

Keeping up-to-date is important to many people. The Periodicals Room contains many of the current as well as problem periodicals which the Library receives. They are shelved alphabetically on the shelves. To help you find the journal of your choice, the P.S.U. Serial Holdings List will be a necessity. Also, many newspapers, both national and international, are here.

12. _____

13. _____

DIRECTIONS: When you leave the Periodical Room, take the stairwell to your left. Walk down TWO flights to the ground floor.

RESERVE READING ROOM

Do you have readings on reserve? Required readings are listed alphabetically by course and course number in the notebooks on the circulation desk. These notebooks serve as the index to the self-service collection and to other locations. The exam file is just around the corner in the Reserve Book Collection area. Coin-operated electric typewriters as well as the Listening-Learning Stations are also in this room.

14. _____

15. _____

DIRECTIONS: Take the stairs up ONE flight to the first floor. After going through the doorway at the top of this flight, turn left and go through the doorway labeled "To Elevator". You should see number 16 immediately. Yellow arrows have been posted to help you find your way through the stacks.

STACKS

Many of Pattee's books are located on the 2-7 levels of "the stacks." Narrow staircases toward the center of the levels lead up and down to each level. For energy conservation, timer lights have been installed. These may be turned on when needed, and they will automatically shut off.

16. _____

17. _____

CORE

Need a book you used yesterday, but you can't find it on the shelf? Books picked up from the tables are sorted on this level of the Core. You may want to check the sorting area for the book you need. Other levels of the Core are used for book storage.

18. _____

LENDING SERVICES

If you want to check out a book, fill out a charge card in this area, and then present the card, the book, and your student I.D, at the desk. The book return is located along the counter.

19. _____

20. _____

PENN STATE ROOM

This room contains current as well as historical materials that center around Penn State. The Daily Collegian, official University reports, and many photographs a.e just some of the many items found here.

21. _____

CHAPTER TWO

THE CARD CATALOG -AUTHOR AND TITLE APPROACH

About the Card Catalog

The main card catalog in Pattee Library is divided into two sections. One section contains the author and title cards filed in one alphabet. The other section contains subject cards arranged alphabetically. These represent many types of library materials. Although most books and serials are included in the catalog, some collections, such as maps, microforms, and government documents, are not fully covered by the catalog. Special indexes and catalogs provide access to these materials.

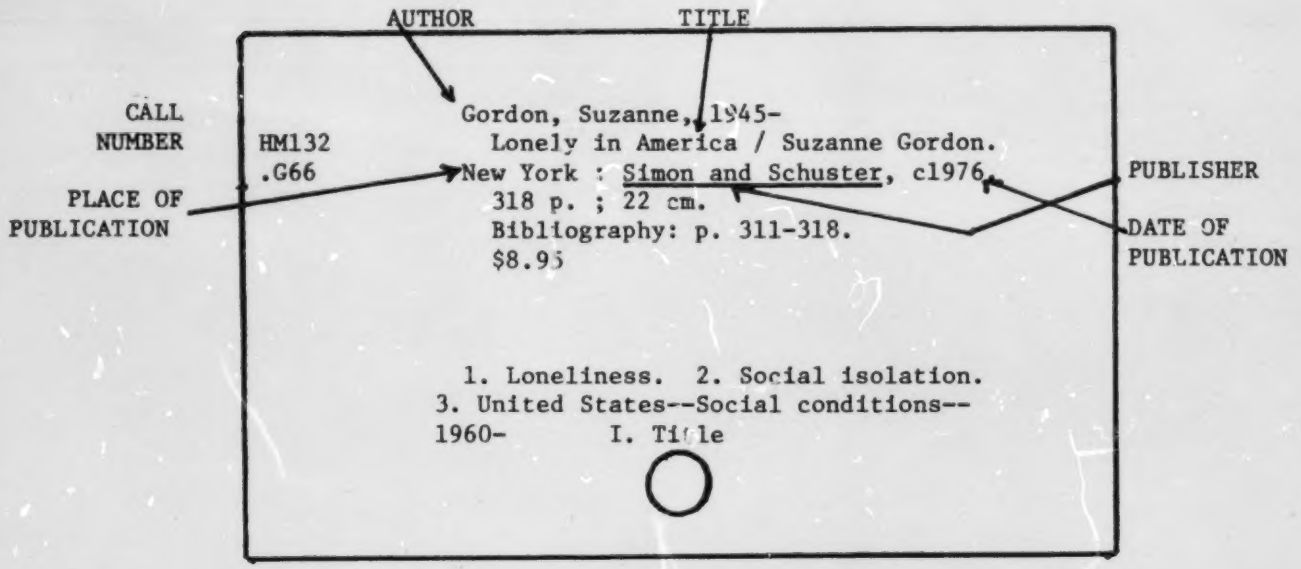
The main card catalog also contains cards for the branch libraries. If a particular book is in more than one location, there will be a catalog card for each location, and the location name or symbol will be part of the call number.

Author and Title Cards

If you know the name of either the author of a book or its title, you will look it up in the Author/Title Section of the catalog. On the next page there is a sample of an author card and a title card for the same book. Study them carefully. If you have any questions, ask at the Information Desk.

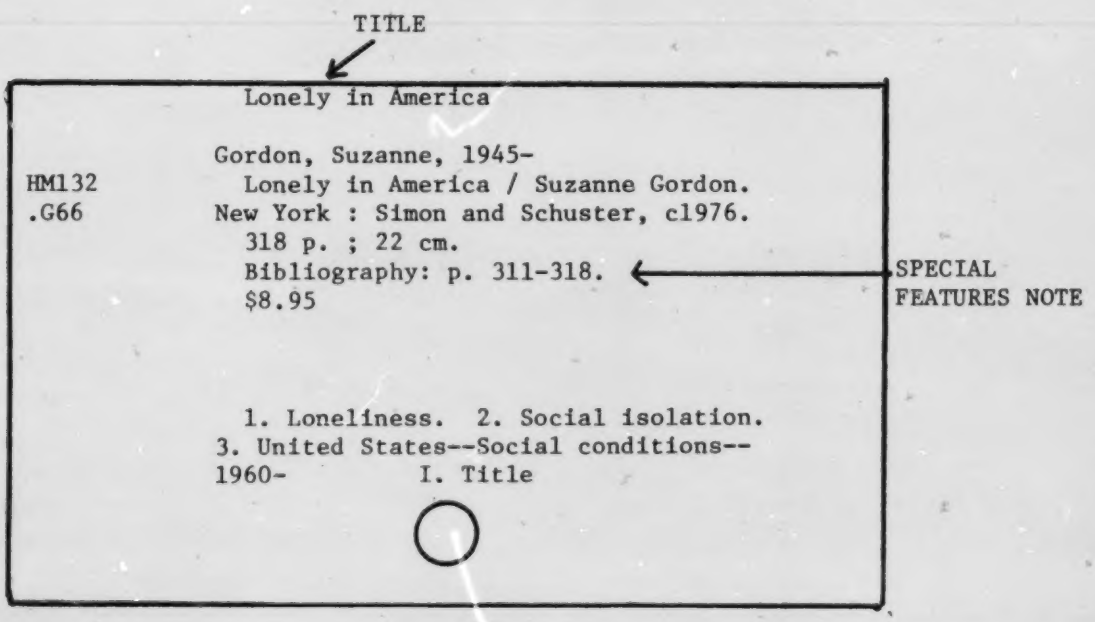
SAMPLE OF AUTHOR CARD

(Filed in the Author/Title Catalog in the G's)



SAMPLE OF TITLE CARD

(Filed in the Author/Title Catalog in the L's)



ASSIGNMENT TWO

THE CARD CATALOG - AUTHOR AND TITLE APPROACH

DIRECTIONS: Use the Author/Title Section of the Main Card Catalog to complete all four questions on this page.

1. William Harrison Sevens wrote a book assigned the call number TJ255 .S4 1954. Its title is:

   A. Cold-Weather Camping
   B. The African Diaspora
   C. Steam, Air, and Gas Power
   D. Chemical Endocrinology

2. Ian R. Taylor wrote a book assigned the call number HV6025 .T38. Its title is:

   A. The Wine of Endless Life
   B. The New Criminology
   C. Minstrels of the Mine Patch
   D. The Collector's Book of Snuff Bottles

3. Who wrote the book Fact and Fiction about Phonics (LB1050 .G3)?

   A. Roma Gans
   B. Joseph Campbell
   C. Margaret Bone
   D. Louis Garner

4. Who wrote the book Learners and Discerners(PN771 .S26)?

   A. John Holt
   B. Robert E. Scholes
   C. Paul Goodman
   D. Jean Piaget

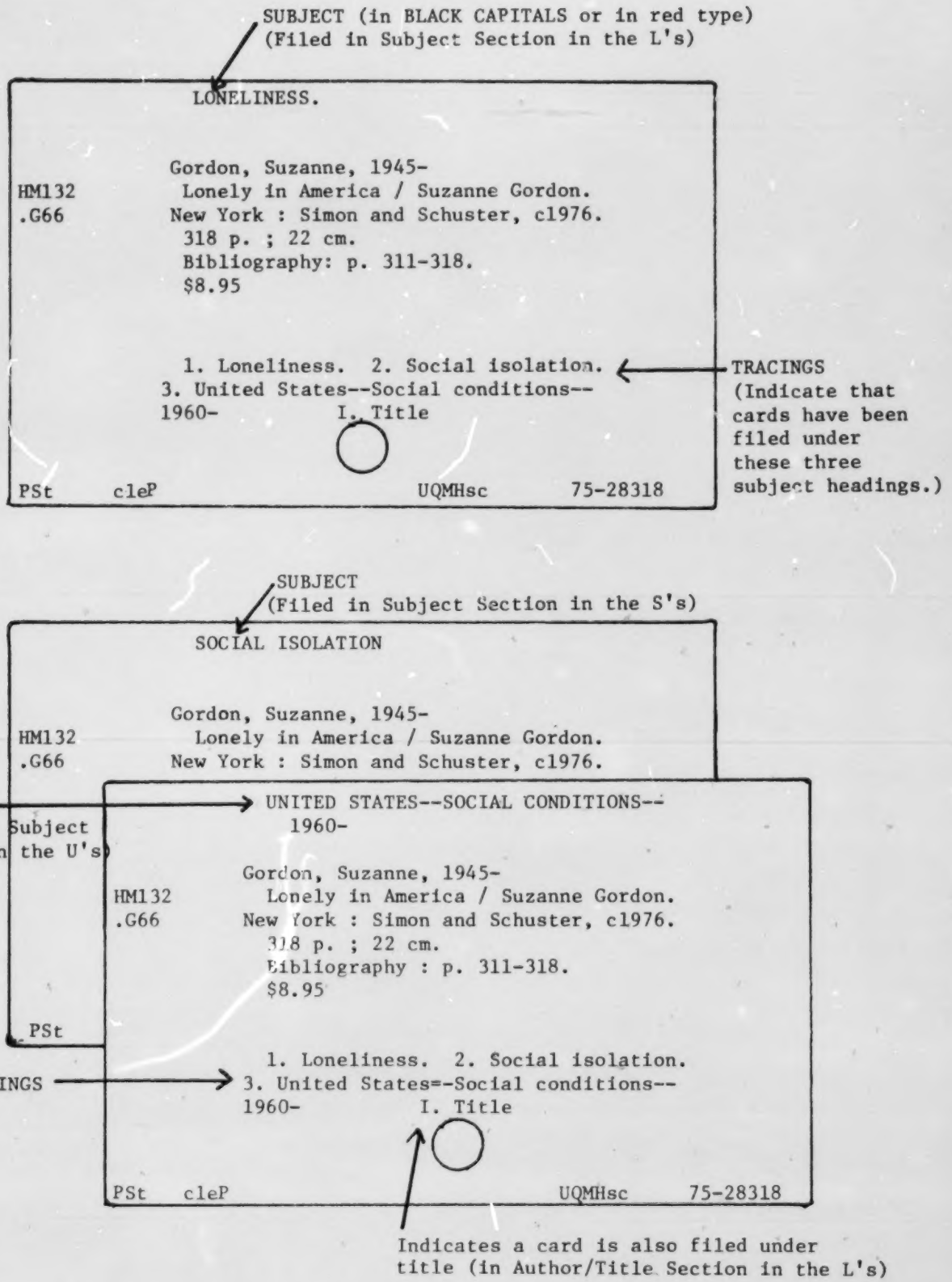
CHAPTER THREE

CARD CATALOG - SUBJECT APPROACH

If you are looking for information on a particular subject, but do not know the author or the title of a particular book, you will want to use the subject approach. Subject cards are filed alphabetically in the Subject Section of the card catalog. The card for the book by Gordon that you used in your second assignment has three subject headings. You will find that the subjects are typed either in BLACK CAPITAL letters or in red type at the top of the card. Do not confuse a book by Gordon with a book about Gordon. Books by Gordon will be in the Author/Title catalog. Books about Gordon will be in the Subject Catalog.

To find out what subject headings a book had been assigned, check the bottom of the catalog card. This portion of the card is called the "tracings" because it traces or keeps track of all the catalog cards made for a book. In the case of the Gordon book shown in the sample cards, the subjects assigned were "1. Loneliness 2. Social isolation 3. United States -- Social conditions -- 1960- ". A card was also made for the title of the book, Lonely in America. Study the examples of subject cards on the next page.

SAMPLES OF SUBJECT CARDS



The Library of Congress Subject Headings

This large, red, two-volume set of books is located on a table across from the Information Desk in the Card Catalog Room. It contains subject headings arranged alphabetically. A page taken from the Library of Congress Subject Headings may be found on the next page. If you examine the example, you will notice the following features:

1. Bold face type indicates a subject heading that is used in the card catalog..
2. The abbreviation "sa" means "see also." You may use the subject headings listed after a "see" entry.
3. The symbol "xx" heads the list of terms which are used in the card catalog, but are more general than terms in the "sa" list.
4. The symbol "x" indicates subject headings that are not used in the card catalog.
5. A "dash" subheading means that it is part of the main heading. Using the example on the next page "Death - Drama" is an acceptable sub-division of the main heading "Death."

By using the Library of Congress Subject Headings you can determine the precise heading under which books on your subject will be found. The "sa" and "xx" references can help you narrow or expand your field of research. The Subject Headings can also serve as a guide to a subject approach to other indexes and reference material.

FROM: Library of Congress Subject Headings

Death *(Cytology, QH671; Folk-lore, GR455; Manners and customs, GT3150-3390; Medical jurisprudence, RA1063; Philosophy, BD444; Physiology, QP87; Proof of, in life insurance, HG8896; Statistics, HB1321-1530; Theology, BT825)*

sa Annihilationism
Bereavement
Children and death
Dead
Future life
Future punishment
Heaven
Hell
Intermediate state
Martyrdom
Mortality
Terminal care
Translation to heaven

xx Eschatology
Intermediate state
Life

— Anecdotes, facetiae, satire, etc.
— Art *(N8217.D5)*
sa Cadaver in art
x Death in art
— Biblical teaching
— Caricatures and cartoons
— Causes *(Medical jurisprudence, RA1063)*
sa Asphyxia
Autopsy
Coroners
Drowning
Medical examiners (Law)
Mortality
Old age
Sudden death
Suicide
Temperature—Physiological effect
Violent deaths
Vital statistics
xx Autopsy
Vital statistics
— — Nomenclature
— Comparative studies
— Drama
— Early works to 1800
— Juvenile literature
— Meditations *(BT825)*
Example under Meditations
— Poetry
— Proof and certification *(Direct)* *(State medicine, RA405)*
sa Absence and presumption of death
Medical examiners (Law)
x Certification of death
xx Absence and presumption of death
Insurance, Life
— Proof and certification (Canon law) *(BX1939)*
— Psychology
sa Children and death
Youth and death
— Quotations, maxims, etc.
— Sermons

Death, Apparent *(First aid, RC87-88; Medical jurisprudence, RA1063; New-born infants, RJ255)*
sa Burial, Premature
Drowning, Restoration from
Resuscitation
xx Burial, Premature

Death, Dance of
See Dance of death

Death, Declaration of
See Absence and presumption of death

Bold face type indicates acceptable headings.

"sa" means "see also"; the following list of relevant terms are acceptable headings.

"xx" heads list of terms which are acceptable but usually more general than terms in the "sa" list.

"x" heads list of unacceptable headings. DO NOT USE THEM.

acceptable sub-divisions of the main heading (Example: DEATH - DRAMA

"Death, Dance of" is an unacceptable heading. "See" reference refers to the acceptable heading.

ASSIGNMENT THREE

CARD CATALOG - SUBJECT APPROACH

DIRECTIONS: Return to the Author/Title Section of the Main Card Catalog.

5. Check the tracings on the bottom of the card for the William Harrison Sevens book you looked up on page 10 - #1. The first subject heading listed is:

A. Coal

B. Energy

C. BTU's

D. Steam engineering

6. Now go to the Subject Section of the Card Catalog. Look under the Subject Heading you chose as the answer for the question above. How many books does the library have on that exact subject? (If your subject heading is "Brazil -- Description and Travel," do not list books with the subject heading "Brazil - Social Conditions," plain "Brazil," etc.)

A. 16--25

B. 25 - 35

C. over 35

7. Perhaps there are some other subject headings under which you could find additional information. Using the same subject heading, look in the Library of Congress Subject Headings (located across from the Information Desk in the Card Catalog Room). The first "sa" (see also) reference is:

A. Coal gasification

B. Energy forces

C. Horsepower

D. Conservation

CHAPTER FOUR

CLASSIFICATION SYSTEMS

The University Park Libraries have materials classified in two systems: (1) Library of Congress Classification System, referred to as LC, and (2) the Dewey Decimal Classification System. To use the library effectively, it is necessary to be able to tell the two systems apart. If a title is cataloged in the LC System, the call number will begin with one or more letters of the alphabet. It should be noted here that University Park Libraries still retain some books that are cataloged in the Dewey Decimal System, but are often mistaken for a Library of Congress call number because a location letter has been placed in front of the Dewey Decimal call number. If a title is cataloged in the Dewey Decimal System, the call number will begin with a 3 digit number, or a 3 digit number and a decimal. Look at the following examples:

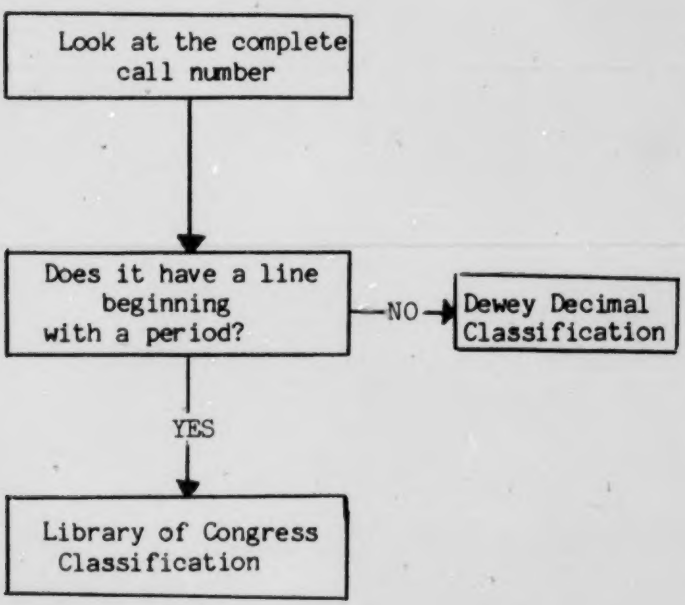
Library of Congress		Dewey Decimal	
PS2103	M141	969	547.43
.S37	.3	N8	T26
	.P41		

Note that the Library of Congress call numbers not only begin with a letter, but they also have a line beginning with a period. This period becomes important in determining an LC call number from a Dewey Decimal call number.

Look carefully at the following two examples:

Example 1:	H478 .S23	Example 2:	H478 S23

Do you notice any difference? Which call number is the Library of Congress Classification? Since the Library of Congress Classification needs a line beginning with a period, only the first example can be an LC call number. The second example is a Dewey Decimal call number (478) with a location letter (H) in front of it. The following flow chart may help you decide which classification is being used:


Look at the complete call number
Does it have a line beginning with a period?
NO
Dewey Decimal Classification
YES
Library of Congress Classification

ASSIGNMENT FOUR

CLASSIFICATION SYSTEMS

DIRECTIONS: Using the flow chart on the previous page as a guide, determine whether the following call numbers are Library of Congress Classification or Dewey Decimal Classification.

8. 535.6
B638e

A. Library of Congress

B. Dewey Decimal

9. RC480
.5
.B6

A. Library of Congress

B. Dewey Decimal

10. HV11
.C2

A. Library of Congress

B. Dewey Decimal

11. D 535.6
B53m

A. Library of Congress

B. Dewey Decimal

CHAPTER FIVE

THE STACKS

How to Locate a Book

The largest portion of Pattee's books are located on stack levels 2, 3, 4, 6, and 7 in Central Pattee. Other sections of the collection are located on the 1st, 2nd, 3rd, and 4th floors of East Pattee, and the 1st floor of West Pattee.

Library of Congress Call Numbers

All books are shelved by call numbers, which group books according to subject. If the book has a Library of Congress classification call number, the letter or letters beginning the first line of the call number are arranged alphabetically. The following list indicates the areas of Pattee Library in which books classified in the Library of Congress classification may be found.

A - BD Central Pattee, Level 2 Yellow
BF - DD Central Pattee, Level 2 Blue
DE - DS Central Pattee, Level 3 Yellow
DT - GV Central Pattee, Level 3 Blue
H - HC Central Pattee, Level 4 Core
HD - HG Central Pattee, Level 4 Yellow
HJ - HX Central Pattee, Level 4 Blue
J - KD Central Pattee, Level 6 Yellow
KE - LT Central Pattee, Level 6 Blue
M - NX East Pattee, Fourth Floor
P - PZ West Pattee, First Floor
Q - RZ East Pattee, Second Floor
S - TX East Pattee, Third Floor
U - Z East Pattee, First Floor

These locations are not permanent. At times it is necessary to shift books around. NOTE: Make sure that you are using the most current location sheet or check the Directory Board in the Catalog Room as the Board is kept up to date.

Finding a Book with a Library of Congress Call Number

When you have found the correct location in the Library, locate the first letter of your call number (H, for example). Then look for the second letter, if there is one. Plain H comes before HA; HM comes after HJ and before HX. The following call numbers are in correct order:

H437	HB721	HG52	HT4278
.S32	.A48	.M6	.T844

Sometimes the second line of a Library of Congress classification number will have a decimal number. For example:

HT2783	PN428
.5	.3
.S238	.T2

Books that do have a decimal in the second line, like the two examples above, will be shelved AFTER all the books that have the same classification letter(s) and number, but do not have a decimal in the second line. For example:

PS4528	PS4528	PS4528	PS4528	PS4528	PS4529
.L8	.S97	.1	.1	.5	.M6
		.A38	.S37	.G8	

The second (or third) line of a Library of Congress call number will begin with a period and a letter. This letter will then be followed by numbers. These numbers should be read as though they were decimals. Thus, HM23 .S56 will be shelved before HM23 .S8, because .56 is smaller than .8 (think .80). Here is a row of books with Library of Congress call numbers, filed in correct order.

HM238	HM238	HM238	HM238	HM238
.B8	.G6	.G68	.G9	.T4

In cases where a book has been republished in a new or revised edition, the new date of publication is added at the end of the call number to distinquish it from other editions of the same book. When the library has more than one edition of the same book, the call numbers will be the same except for the date in the last line, and they will be arranged in order by the date. For example:

JK1218	JK1218	JK1218
.S38	.S38	.S38
	1954	1962

Oversize Books

Books that are cataloged that are larger than the average book size are called "oversize" books. The oversize books present shelving problems as they do not fit on the shelves provided for the books. Special arrangements must be made for these books. Oversize books (those with an "F" or a "Q" at the bottom of the call number) are shelved on the same floor as their respective call numbers. Oversize books in Central Pattee are on Level 2 Core.

Finding a Book with a Dewey Decimal Call Number

If your book has a Dewey Decimal classification call number, the call numbers begins with a number ranging from 000 to 999. The following list indicates the areas of Pattee in which the Dewey Decimal books are shelved. Again, remember that these are not permanent locations. For changes, consult the Directory Board in the Card Catalog Room.

000 - 199 Central Pattee, Level 7 Core
200 - 369 Central Pattee, Level 7 Yellow
370 - 629 Central Pattee, Level 7 Blue
630 - 699 Central Pattee, Level 6 Core
800 - 899 West Pattee, First Floor
900 - 999 Central Pattee, Level 2 Yellow

When you have found the right location in the Library, locate the correct number. A 3 digit number comes before the same number with a decimal. For example, the call number beginning with the number 630 comes before the number 630.01. Books with Dewey Decimal call numbers are first arranged numerically and then arranged alphabetically by the letters in the call number. Here is a row of books with Dewey Decimal call numbers, filed in correct order.

228.09	343.71	423.1	614	614.09
B75g	C393b	D978r	S52s	J27s

HOW TO CHECK OUT A BOOK

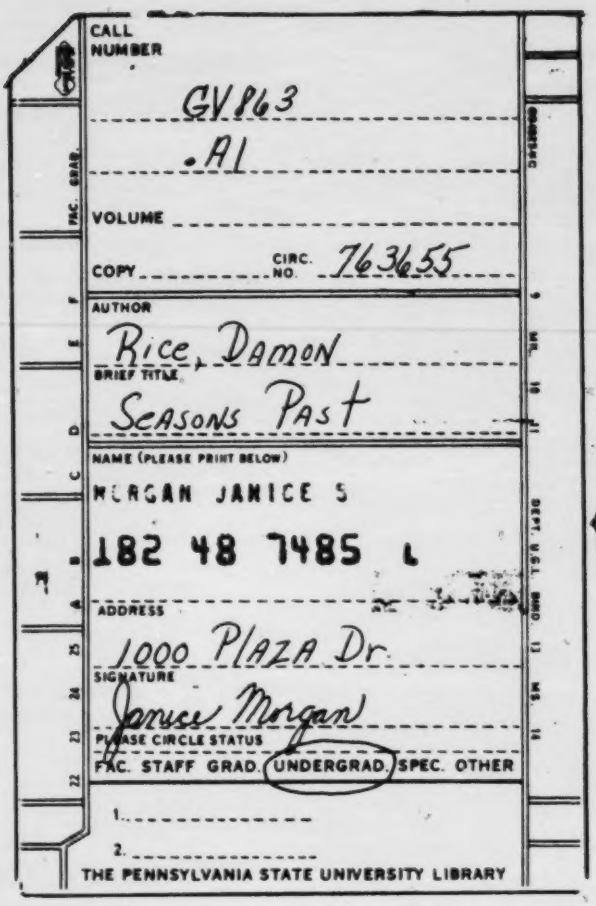
Fill out a tan CHARGE CARD for each book to be checked out. Books from all areas of Pattee Library are checked out at Lending Services in Central Pattee. Charge cards can be found in the Lending Services area.

HOW TO RETURN A BOOK

Books borrowed from the main collection may be dropped in the book return slot at the Lending Services desk. In addition, the following book drops are available and may be used at any time:

Ground floor entrance, East Pattee
East courtyard, Central Pattee
Pollock Road - Pollock-South Undergraduate Library
Findlay Hall (basement)-East Branch Undergraduate Library

SAMPLE OF A CHARGE CARD



Use Addressograph Machine and student I.D. for this portion of the card

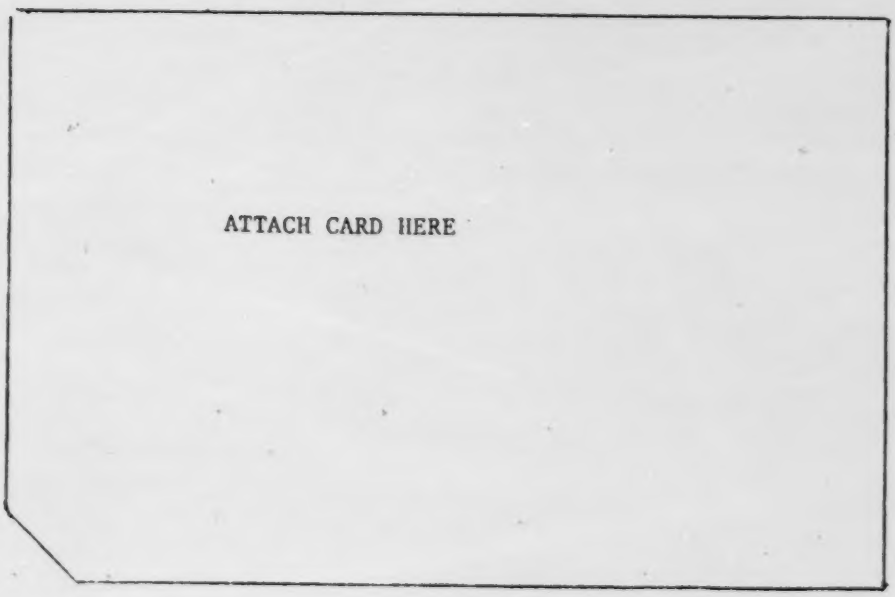
ASSIGNMENT FIVE

The Stacks

DIRECTIONS: Go into the stacks and find the books with the call numbers listed in Column A. Choose the correct title. If the book with the call number you are looking for is not on the shelf, find the substitute book from Column B.

	Column A		Column B	
(12)	QH541 .E513 1965	A. Life Around Us B. Rapid Revision C. Prussian Spirit	QK1 .P67	A. Plant Life B. Old Nun C. Poems of Trees
(13)	HV91 .K34	A. Rockabye Contract B. Line Upon Line C. Give	AP20 .E23	A. American Poultry B. Champak C. Analyze and Prevision
(14)	PN6161 .F65 1903	A. Rock Folk B. Lewis and Clark C. A Few Remarks	PC1 .R7	A. Recreation Management B. Manpower C. Romantic Review

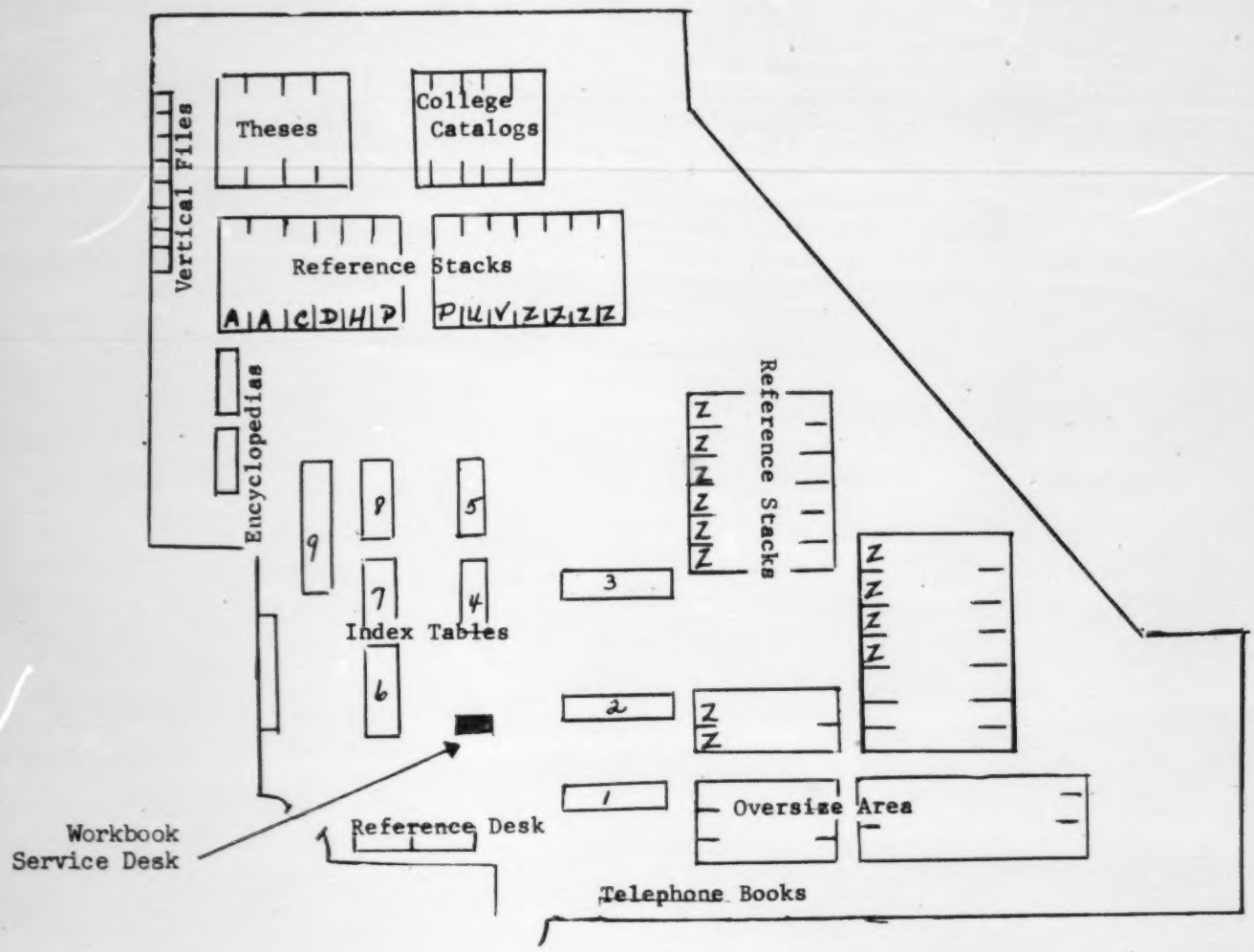
Fill out a charge card for any book from the library. You do not have to use the books listed above. Tape or staple it on this page. See the sample card on previous page.



ATTENTION

It will be necessary to use the Reference Room of Pattee Library for Chapter 6, a portion of Chapter 7, and Chapters 8, 9, 10, 11, 12 and 13. Below is a floor plan of the Reference Room. Please use this floor plan to help you locate materials in the room.

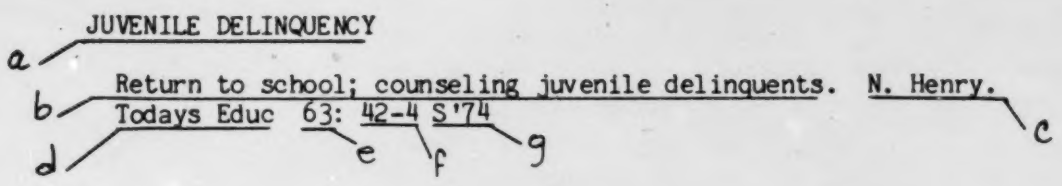
REFERENCE ROOM FLOOR PLAN



CHAPTER SIX

PERIODICAL INDEXES

Finding a magazine article on a particular topic is quite different from finding books on the same topic. The most efficient method to find a magazine or periodical article is to use an index to periodical literature. Periodical indexes exist in almost every area of general interest as well as specialized academic fields. Each index will provide you with basically the same format. A citation, which is the name given to the entry in the index, includes the title of the journal article, the author of the article if there is one, the title of the periodical in which the article may be found, the volume number of the journal, the page(s) the article is located on, and the date of the journal. The following is an example of an entry or citation found in a periodical index under the subject JUVENILE DELINQUENCY.



a. Subject about which the article is written
b. Title of article
c. Author of article
d. Name of the magazine in which it appeared (Today's Education)
e. The volume number of the magazine
f. The pages on which the article appeared in the magazine
g. The date of the magazine (Sept. 1974)

Indexes often make use of abbreviation and will frequently abbreviate the title of the magazine. A list of abbreviations as well as directions for using each index will be found in the front of each index.

Specialized Periodical Indexes

Depending on which subject or topic you may be interested in finding periodical articles about, one periodical index may be better than another. The following indexes are often used. You should be aware, however, that many more specialized indexes exist in engineering, geology, geography, medicine, nursing, and many other areas.

Reader's Guide to Periodical Literature. (Ref. Index Table 7)

A guide to popular, general magazines. Entries are arranged alphabetically by author and subject.

Social Science Index (called Social Science and Humanities Index from 1965 to 1974; called International Index from 1907 to 1964) (Ref. Index Table 6)

Indexes scholarly periodicals dealing with the social sciences (for example psychology and sociology). Before 1974, the index also included subjects from the humanities such as philosophy, literature and history.

Public Affairs Information Service. Bulletin. (Ref. Index Table 3)

An important index for students doing research in the social sciences. Types of materials indexed include: pamphlets, books, periodicals, government documents, organizational reports and conference proceedings.

Education Index. (Ref. Index Table 5)

A cumulative author and subject index to English language educational materials.

Applied Science and Technology Index. (Ref. Index Table 9)

A subject index to topics in the fields of science and technology.

ASSIGNMENT SIX

PERIODICAL INDEXES

DIRECTIONS: Go to the Reference Room (1st floor East Pattee) to complete this assignment. Check the floor plan on page 25.

Reference tools necessary to complete this assignment are:

*Readers' Guide to Periodical Literature (Index Table 7)
Social Science and Humanities Index (Index Table 6)
Public Affairs Information Service. Bulletin (Index Table 3)

(*Second copy may be found the the Periodicals Room, 2nd floor West Pattee)

You have been assigned a term paper topic. After looking at the topic, you decide that you should be able to find relevant periodical articles in the three indexes mentioned above.

Look in the three indexes listed above that cover Feb 73.

Your topic is Homosexuality.

15. Which of the three indexes cites a report issued by the U.S. National Institute of Mental Health.

A. Readers' Guide to Periodical Literature

B. Social Science Index (Social Science and...)

C. Public Affairs Information Service Bulletin (PAIS)

16. Which of the three indexes cites an article from the journal National Review.

A. Readers' Guide to Periodical Literature

B. Social Science Index (Social Science and...)

C. Public Affairs Information Service Bulletin (PAIS

17. Which of the three indexes cites an article from the journal Encounter.

A. Reader's Guide to Periodical Literature

B. Social Science Index (Social Science and...)

C. Public Affairs Information Service Bulletin (PAIS)

CHAPTER SEVEN

P.S.U. SERIAL HOLDINGS LIST

The University Park Libraries subscribe to many periodicals and serials. To find a specific title in the collection, it is necessary to use the P.S.U. Serial Holdings List. The P.S.U. Serial Holdings List is a four-volume set of books in which periodical, serial and newspaper titles are arranged alphabetically. If you would like to know if the Library receives a particular journal and where that journal is located in the Library, you would go to the P.S.U. Serial Holdings List and look up the title. Two typical entries for Time Magazine look like this:

LOCATION	TITLE	CALL NUMBER	HOLDINGS
(01)	Time	AP2 .T37	VI (1923)-to date
(2S)	Time	no call number	last five years only

The first number of the entry refers to the physical location in either Pattee Library or it directs you to one of the branch libraries. The key to these location numbers can be found on the cover of each volume. Read the location explanation carefully. In certain locations, current copies may be in a different place (such as the Periodicals Room), from the volumes from previous years.

The second column of the entry is the title column. As mentioned the titles are arranged alphabetically. If the periodical or serial is isssued as part of an organization or association, the title may be listed under the name of that organization. For example:

(08)	American Medical Association. Journal	R15 .A48	1900-to date

The third column of the entry is the "Call Number" column. The periodicals and serials at Pattee that have call numbers, are shelved with the books and can be found by using a location sheet or a Directory Board in the Card Catalog Room.

The last column in the entry indicates the volume, years, and issues held by the Library. The expression "to date" shows that the library is currently receiving the title. The symbol " / / " indicates that the title has ceased publication. It is necessary to check the holdings, in order to determine if the University Libraries System has the journal issue you need, and where the issue is located within the Library System.

ASSIGNMENT SEVEN

P.S.U. SERIAL HOLDINGS LIST

Look up the following journal in the P.S.U. Serial Holdings List and answer the next three questions.

Title of journal to be looked up: Eureka

18. Using the location number in column 1, and the front cover the Serial Holdings List, tell where the journal is located.

    A. Arts Library
    B. Pattee Library Stacks
    C. Engineering Library
    D. Microform Collection

19. What is the call number?

    A. LH5 .E8
    B. D839 .E86
    C. Microfilm E158
    D. RA412 .E9

20. What year(s) does the library own?

    A. 1963 - to date
    B. last 3 years only
    C. 1936
    D. 1967 - 1972

DIRECTIONS: You have finally finished writing a report you have been assigned, and are ready to type it. When you begin to type the paper, you suddenly realize that you have forgotten to write down the author and the title of the article you are using in your paper. All you have is the following information:

Parks and Recreation, volume 10, pages 26-28, Feb., 1975

Using the P.S.U. Serial Holdings List, find the location of this journal in Pattee Library. Then, go find the journal. When you have found the correct volume and page(s) of the article, answer the following question:

21. What is the the title and author of the article?

    A. Farming the Land, by Jerome Matthews
    B. New and Improved Farming Methods, by Arnold S. Brown
    C. The Green Revolution in Urban America, by Seymour M. Gold

CHAPTER EIGHT

BOOK REVIEW INDEXES

Book reviews are sources of literary criticism written at approximately the same time the book was published. They are important because they often describe the author's style, discuss plot, character development, and theme. The reviewer may include the background of the author and the research that went into writing the book. Also, reviews give an indication of what knowledgeable people thought about the book when it was first published. Two major reference sources for finding book reviews are:

Book Review Digest - lists the book by its author, summarizes the content of the book, and gives short excerpts from some reviews to give an idea of the reviewer's reaction. A subject and title index is included.

Book Review Index - lists the book by its author, and gives an abbreviated reference to the journal in which the review was published.

It is important to know the date the book was first published as book reviews are issued chronologically. Look in the volume that corresponds to the year that the book was published. If no reviews are listed, check the volumes for one or two years after the date of publicaton.

ASSIGNMENT EIGHT

BOOK REVIEW INDEXES

Reference tools necessary to complete this assignment:

Book Review Digest (Index Table 8)

Book Review Index (Index Table 8)

You are assigned a book to read, and you would like to check reviews that were written about this book.

Title of book: All Men Are Lonely Now

Author of book: Francis Clifford

Year it was reviewed: 1967

22. How many reviews of this book did you find listed in Book Review Index?

A. 15

B. 5

C. 10

D. 1

23. On what page(s) did you find the reviews of this book in Book Review Digest?

A. 350

B. 60

C. 260

D. 62

24. Which Index provides a summary of the book as well as excerpts from book reviews?

A. Book Review Digest

B. Book Review Index

CHAPTER NINE

DICTIONARIES

Dictionaries provide information about the spelling, pronunciation, meaning, usage, and derivation of words. Unabridged dictionaries, such as

Webster's Third New International Dictionary
(located on a dictionary stand near the Reference Desk)

try to include every word in the language. One particular unabridged dictionary deserves special attention:

The Oxford English Dictionary. 12 volumes.
(Ref. PE 1625 .M7 1933)

The Oxford English Dictionary, commonly referred to as the OED, traces the history of every word introduced into the English language from 1150 to the end of the nineteenth century. A Supplement has been published to update the last edition. Each word is provided with exhaustive definitions and dated quotations to illustrate every change in meaning.

In addition to these unabridged dictionaries, there are abridged, or desk dictionaries which contain only the more commonly used words and definitions. Some of the better-known desk dictionaries are:

American Heritage Dictionary of the English Language
(Ref. PE 1625 .A54)

Random House College Dictionary
(Ref. PE 1625 .R34)

Webster's New Collegiate Dictionary, eighth edition
(Ref. PE 1625 .W4 M4 1973)

In addition to the English language dictionaries there are many English/foreign language dictionaries. These are usually one-volume books with an English/foreign language arrangement in one half and a foreign language/English arrangement in the other half. Among the better known ones are:

Cassell's New Latin Dictionary (PA 2365 .C3 1960)
Cassell's Italian Dictionary (PC 2640 .C3 1967)
New Cassell's French Dictionary (PC 2640 .C3 1967)
Cassell's Spanish Dictionary (PC 4640 .C35 1968)
New Cassell's German Dictionary (PF 3640 .B45 1965)

COPIES OF THESE DICTIONARIES WILL BE FOUND AT THE WORKBOOK SERVICE DESK

Often people have a need for specialized definitions. There are subject dictionaries that can answer this need. The definitions are usually more comprehensive or detailed than those in a general dictionary and emphasize the specialized vocabulary and definitions applicable to the field. These dictionaries located by looking up the subject area and the subdivision, "Dictionaries" (for example Psychology - Dictionaries) in the Subject Section of the Card Catalog.

American Political Dictionary (Ref. JK 9 .P55)
Dictionary of American Slang (Ref. PE 3729 .U5 W4 1975)
Dictionary of Psychology (Ref. BF 31 .D7)

ASSIGNMENT NINE

DICTIONARIES

DIRECTIONS: General English language dictionaries are located in the Reference Room stack area by call number. The call numbers are listed on the bottom of page 34. The floor plan on page 25 will show you where the "P's" are shelved within the room.

25. Using any of the general English language dictionaries, give the meaning of the word canaille.

A. rabble; mob
B. primitive floating vessel
C. small canal

DIRECTIONS: The Oxford English Dictionary is a 12 volume set located in the Reference Room stacks under the call number: Ref. PE1625 .M7 1933.

26. Look up the same word you used in question 25 in the Oxford English Dictionary. Who used this word in a quotation in 1748?

A. Sterne
B. Fielding
C. Richardson

DIRECTIONS: The Workbook Service Desk will have copies of the foreign language dictionaries. Copies may also be found in the Reference Room stacks. Use the call numbers listed at the top of page 35.

27. Using the appropriate foreign language-English dictionary, give the meaning of the German word getam.

A. of men and animals
B. no sooner said than done
C. a wall
D. frontier

CHAPTER TEN

ENCYCLOPEDIAS

A general encyclopedia is often the best place in which to start research on a subject. Its range of coverage is all general knowledge. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Articles in an encyclopedia will often have bibliographies leading to other books or articles on the subject.

Examples of general encyclopedias are:

Collier's Encyclopedia
(Encyclopedia bookcase in Reference, Ref. AE 5 .C863)

First published in 1949, emphasizes modern subjects. Many articles are signed by contributors; bibliographies are grouped in the last volume, along with index and study guide.

Encyclopedia Americana
(Encyclopedia bookcase in Reference, Ref. AE 5 .E333)

First published in 1904, coverage is comprehensve, but emphasizes the Americas. An especially good source of information on American cities and towns. Also includes evaluation of selected books, operas, musical compostions and works of art.

Encyclopedia Britannica
(Encyclopedia bookcase in Reference, Ref. AE 5 .E363)

First published in 1768. Tends to be the most detailed of all the general encyclopedias. The 15th edition has a new format, with Micropaedia serving as the index and providing ready reference, and the Macropaedia containing long articles. The Propaedia contains an outline of human knowledge, useful as a study guide.

World Book Encyclopedia
(Encyclopedia bookcase in Reference, Ref. AE 5 .W55)

A very basic encyclopedia containing excellent cross-references, signed articles, and many illustrations and graphs. Most articles are short and on specific topics.

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields. The articles in these are more detailed and are apt to be much more exhaustive than those in general encyclopedias.

Examples of specialized encyclopedias:

Encyclopedia of Education
(Ref. LB 17 .D45)

Contains over 1,000 signed articles, many of which are several pages long. There are bibliographies and a detailed subject index. It covers all aspects of education, including history, theory, and research.

Encyclopedia of Philosophy
(Ref. B 41 .E5 1967)

Contains nearly 1,500 signed articles by 500 scholars. It includes all aspects of philosophy. The index is in Volume 8.

Encyclopedia of World Art
(Arts Library Ref. N 31 .E533 Q)

First published in 1958. It covers architecture, sculpture, and painting. There are many color plates that illustrate world art.

International Encyclopedia of the Social Sciences
(Encyclopedia bookcase in Reference, Ref. H 40 .A2 I5)

Emphasizes the analytical and comparative aspects of social science topics. It includes some biography. Broad topics are often subdivided. Most articles contain bibliographies and cross-references. Volume 17 contains an index and an outline of topics.

McGraw-Hill Encyclopedia of Science and Technology
(Life Science Reference, Ref. Q 121 .M3 1977)

Covers all the physical sciences, earth science, and life sciences, and engineering. Articles are written for the lay person with some background in the field.

ASSIGNMENT TEN

ENCYCLOPEDIAS

DIRECTIONS: Check the floor plan on page 25 for the encyclopedia bookcases.

28. Using the Collier's Encyclopedia find out:
What was The Group of Seven?

A. A constellation discovered from Mt. Palomar

B. An association of Canadian artists

C. An English folk-rock group

D. A group of civil rights protestors

29. Now using the International Encyclopedia of the Social Sciences, find the volume and page number for the article on the subject Slavery _____. (Use the index in volume 17 if necessary.)

A. 14:307-312

B. 12:132-139

C. 9:102-113

D. 5:222-229

30. Now look at the end of the article. The first "see also" reference you are given is:

A. African Custom

B. Asian Society

C. U.S. History

31. In addition you are presented with a bibliography. How may items does it contain?

A. 16

B. 15

C. more than 20

D. fewer than 10

CHAPTER ELEVEN

ALMANACS AND STATISTICAL SOURCES

Almanacs are annual volumes of current and retrospective information. Almanacs can be best used to answer simple questions of current or historical fact. They often contain population statistics, governmental figures, business, sports and agricultural statistics. There is usually a section of important events that occurred during the year. Some almanacs have an index in the back, and others will have an index in the front.

Two of the most popular and best known general almanacs are:

Information Please Almanac
(Ref. AY 67 .A64 .I55)
(Copy at Workbook Service Desk)

Published annually since 1947. It contains many tables, information about current events, and summaries of past records.

World Almanac and Book of Facts
(Ref. AY 67 .N5 W7)
(Copy at Workbook Service Desk)

Published annually since 1886. It is similar to Information Please Almanac, but the index is located in the front of the book.

While the almanacs include statistical information, some specialized books limit themselves to statistics alone. A valuable source of statisticl information is:

Statistical Abstract of the United States
(Ref. HA 202 .A385)
(Copy at Workbook Service Desk)

A standard summary of statistics on the social, political, and economic organization of the United States. It is published yearly by the U.S. Department of Commerce.

ASSIGNMENT ELEVEN

ALMANACS AND STATISTICAL SOURCES

DIRECTIONS: Use the most recent editions of the almanacs listed on the previous page. Copies of these may be found at the Workbook Service Desk.

32. You made a bet with a friend...

What baseball team won the American League pennant in 1910 ?

A. Philadelphia

B. New York

C. Chicago

D. Pittsburgh

33. Who won the Pulitizer Prize for Fiction in 1943 ?

A. Upton Sinclair

B. Sinclair Lewis

C. John Steinbeck

D. Dave Kennerly

DIRECTIONS: Use the Statistical Abstract of the United States to answer the following question. A copy may be found at the Workbook Service Desk.

34. After a class discussion of the standard of living in the United States, you were asked to find some statistics on common electric household items.

What PERCENT (not total number) of American homes had Blenders _____ in 1973 ? (Choose the closest percent).

A. 61%

B. 14%

C. 52%

D. 43%

CHAPTER TWELVE

BIOGRAPHIES

There are many sources of information about people in addition to the dictionaries, encyclopedias, almanacs, perodical indexes, and other general reference books you have already used. You can sometimes find book-length biograhies by looking under the last name of the person in the Card Catalog. There are also many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. Some examples of general biographical sources are:

Biography Index
(Index Table 6 in Reference)

A guide to biographical information in books, periodicals and the New York Times. Covers individuals of all nations and periods. One of the best places to start research if nothing is known about an individual.

Current Biography
(Ref. CT 100 .C8)

Biographies of contemporary figures with references to to by or about them. Published monthly, cumulated annually.

Webster's Biographical Dictionary
(Ref. CT 103 .W4 1972)

General biographies of approximately 40,000 persons, not limited by country, peroiod, or occupation. It includes pronunciation.

Other biographical sources cover famous people of a particular country. These are generally referred to as "national biographies."

Examples of national biographies are:

Who's Who
(Ref. DA 28 .W6)

This is the original "Who's Who". It was first published in 1849 it includes prominent living people in all fields. It emphasizes Great Britain and the Commonwealth Nations.

Who's Who in America
(Ref. E 663 .W56)

Very brief biographies of living contemporary figures of national importance in America.

Another way of classifying infomation about people is by occupation. There is a "Who's Who" or a biographical source for almost any field of specialization you can think of, from allergists to zoologists.

Contemporary Authors
(Ref. Z 1224 .C6)

Biograhies of living authors from nations, giving personal data, career achievements, and a list of their works.

American Men and Women of Science
(Ref. Q 141 .A5 13th)

Includes biographies of practicing scientists who have made significant contributions to American science.

ASSIGNMENT TWELVE

BIOGRAPHIES

35. You are taking an Introduction to Music course along with 400 other students, and have an assignment to write a brief biographical report in preparation for your term paper. In order to avoid having all 400 of you write on the same person and quote from the same sources, the instructor puts names and dates in a hat and you draw a slip.

Using the Biography Index, located on Index Table 6, find a magazine article about Giuseppe Arturo Alfidi published between Sept. 1958 and Aug. 1961.

What is the title of the magazine in which you can find an article about this person?

A. Opera News

B. Time

C. New Yorker

36. A professor of American History has the highly original theory that people who are born in odd-number years contribute more to the world than people born in even-numbered years. To verify his theory, he has asked each of you to report on a famous person. Using Who's Who in America (copy can be found at the Workbook Service Desk), find out when Peter Falk was born.

A. 1924

B. 1933

C. 1927

ATTENTION! ATTENTION! ATTENTION!

You will now have to visit other areas of the library to complete the next five chapters.

Chapter 13	Microforms Department	ground floor, East Pattee
Chapter 14	Government Documents	2nd floor, Central Pattee
Chapter 15	Map Room	2nd floor, Central Pattee
Chapter 16		
Part 1	Arts Library	4th floor, East Pattee
Part 2	Reserve Reading Room	ground floor, West Pattee
Chapter 17	Reserve Reading Room	ground floor, West Pattee

CHAPTER THIRTEEN

NEWSPAPERS AND NEWSPAPER INDEXES

Although current newspapers are found in the Periodicals Room, an extensive collection of back issues of newspapers are available in the Microform Section (ground floor, East Pattee). Currently, about eighty titles of major United States and foreign newspapers are received. The collection also includes selected Afro-American and "underground" newspaper titles and many historically important newspapers covering major periods in American and world history. Indexes are available in the Microform collection for some newspapers. They can be used not only for finding a particular article in that paper, but also for pinpointing the date that an event happened. Once the date is known, information in other papers can often be located.

The New York Times is the most important newspaper in the microform collection because of its extensive coverage of state, national, and international news. It will often give the complete text of important speeches and documents, and its articles summarize and analyze important topics in the news. The New York Times also has excellent coverage of cultural events through its book, theatre, film, dance, and art reviews. Biographical information on important newsmakers may be more extensive and up-to-date than in any other source.

The New York Times Index contains summaries of news and editorial matters arranged by subject headings. Entries under each heading are arranged chronologically. Below is a sample entry from the New York Times Index.

SAMPLE ENTRY: NEW YORK TIMES INDEX 1974

Cross reference to other entries with information on Rural Areas.

Summary of news articles arranged chronologically

(S), F 17,44:3 - Means that a short article appeared on February 17, page 44, column 3.

RURAL Areas. See also Educ – NJ – Finances, Ag 18, S 26. Housing – U.S. N 22. Med – US, F 18, My 31. Med – US – Educ, Ag 12. Paraguay, Ja 21. U.S – Econ Conditions, Ja 30. U.S – Econ Conditions – Antipoverty, Ja 31. Water – U.S, My 8

Prof Olaf F Larson repts that NYS, with 2.6-million, had 3d largest rural population in US in '70; NYS is outranked by Penna with 3.4-million and NC with 2.8-million. Larson notes that gen stability of rural population of state contrasts with decline of rural population of US as whole (S), F 17, 44:3. HR, 278-16, passes omnibus farm bill containing amendment that would appropriate $815-million for rural development programs (S), Je 22,12:3. Passaic (NJ) as students begin work in 2d yr of program designed to teach urban area youths rural farm living; program, organized by Passaic school admr Alexander J Krencicki, described; students and instructors are very optimistic about program, although originally parents of students doubted its chances of success; map; illus of students (M), Jl 7,55:1. NYC Planning Comm proposes establishment of Special Natural Area Dist, and moves to designate Staten Island greenbelt as 1st such protected area in attempt to preserve city's remaining rural spots; map of proposed dist; illus (M), Jl 10,41:3; ed lauds proposal by NYC Council to create Special Nature Area Dists within city to preserve remaining rural features, Jl 18,34:2; efforts to preserve remaining farmland in some rural areas of NY, NJ and Conn from encroachments of real estate developers described; experts fear entire region may fall prey to suburbanization in next 20 yrs if preservation programs are not effected; efforts of officials in NY, NJ and Conn to correct situation discussed (L), Jl 21,IV,5:3

Peter C Goldmark article, decrying migration of rural US populations to urban centers, sees urban ills intensifying unless trend is reversed, notes establishment of New Rural [illegible] program, funded by [illegible] Fairfield University, [illegible] city and

CHAPTER THIRTEEN

NEWSPAPERS AND NEWSPAPER INDEXES

DIRECTIONS: Go to the Microforms Department (ground floor, East Pattee) to complete this assignment.

You want to read a contemporary newspaper article about an important historical event. Look in the New York Times Index under the topic, Rickenbacker, Edward V. for an article which appeared on May 12, 1938. The index is located on the shelves across from the information desk.

37. On what page and column of the NEW YORK TIMES newspaper did the article appear?

A. page 25 column 1

B. page 18 column 3

C. page 7 column 5

D. page 23 column 3

DIRECTIONS: To complete the next part of your assignment, you must look at the microfilm copy of the New York Times. The microfilm call number of the New York Times is Microfilm E108. The microfilm is located in the gold cabinets towards the back of the room. Locate the reel of the New York Times microfilm that contains the date of your article. (For example: August 18, 1962, will be in the box marked Aug. 14-20, 1962.) Take the microfilm reel to a reader and answer question 38. Instructions on how to use the machines are posted in each carrel. Do not refile the microfilm. Place the reel on the carts at the end of each row of microfilm cabinets.

38. What is the headline for the article you looked up in question 37?

A. Rickenbacker Missing in Crash

B. Air Mail to Become Reality

C. Pioneer Pilot

D. To Fly First Air Mail Line

CHAPTER FOURTEEN

GOVERNMENT DOCUMENTS

Any publication issued by any government could be considered a "government document." Government publications are materials which are issued or published at government expense. They usually grow out of the function of the government agency which issues them and they include records of government administration, research documents, current statistics and information of popular interest. United States publications, Pennsylvania state publications and some international publications from such organizations as the United Nations, UNESCO and the F.A.O., are housed in the Government Documents Section of the Library.

U.S. Government Documents

Publications of the United States government contain much useful information. They are especially valuable because they are authoritative, inexpensive, timely, and they cover a wide range of topics, including education, drug use, the biological, physical and social sciences, military affairs, and agriculture. Documents also come in a variety of formats, from two page pamphlets and thousand page studies to microfiche and colored posters.

In the Library, U.S. government publications are shelved by the Superintendent of Documents Classification Scheme, or by "SuDoc" number. This scheme arranges the publications by issuing agency. Most of these publications are not listed in the Library's card catalog or in the Documents Section's card catalog. Instead, you must use an index called the Monthly Catalog of United States Government Publications (most commonly called the Monthly Catalog) to locate them.

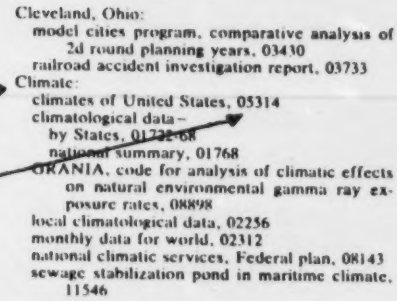
The Monthly Catalog is found on the index table across from the reference desk in the Documents Section. This catalog, as the title indicates, appears each month. It is cumulated every year and an annual index is found in the back of each volume. Beginning in 1974, the index is in three sections: subject, personal author, and title. Prior to that time indexing was primarily by subject. After determining and locating the subject for which you are looking in the back of the proper Monthly Catalog, you will find a number. This number, known as the "entry number," refers you to the body of the text. Entry numbers run consecutively throughout the book on the left hand margin of each page. Next to the number you will find a brief description of the publication and on the right hand side of the description is the "SuDoc" number necessary to find the document. See page 50 for samples taken from the Monthly Catalog.

Here are some sample pages taken from the Monthly Catalog of U.S. Government Publications. Take the following steps to find a publication in this index:

1. Determine the topic for which you are looking.

2. Look up the subject in the index of the Monthly Catalog for a citation.

3. Find the entry number after the citation.



Cleveland, Ohio:
model cities program, comparative analysis of 2d round planning years, 03430
railroad accident investigation report, 03733
Climate:
climates of United States, 05314
climatological data—
by States, 01732-68
national summary, 01768
GRANIA, code for analysis of climatic effects on natural environmental gamma ray exposure rates, 08898
local climatological data, 02256
monthly data for world, 02312
national climatic services, Federal plan, 08143
sewage stabilization pond in maritime climate, 11546

ENVIRONMENTAL DATA SERVICE, Commerce Dept.
Washington, DC 20235

05314 Climates of United States; by John L. Baldwin. 1973. vi+113 p. il. 4° • Paper, $1.15. ● Item 273-D-1
L.C. card 74-600969 C 55.202:C 61

05315 Earthquake history of United States [with bibliographies]; edited by Jerry L. Coffman, Carl A. von Hake. 1973. vi+[1]+208 p. il. 4° (Publication 41-1.) • Paper, $2.50 (S/N 0319-00010). ● Item 193
C 55.228:41-1

4. Find the brief description of the item in the front section of the Monthly Catalog by locating the entry number in the left-hand margin.

5. Write down the SuDoc number.

6. NOTE: The issuing agency of your publication is the one in heavy, dark print above it.

7. Go to the stacks (see the map on page 52) and then find the item on the shelves.

Look at the following SuDoc number taken from the example:

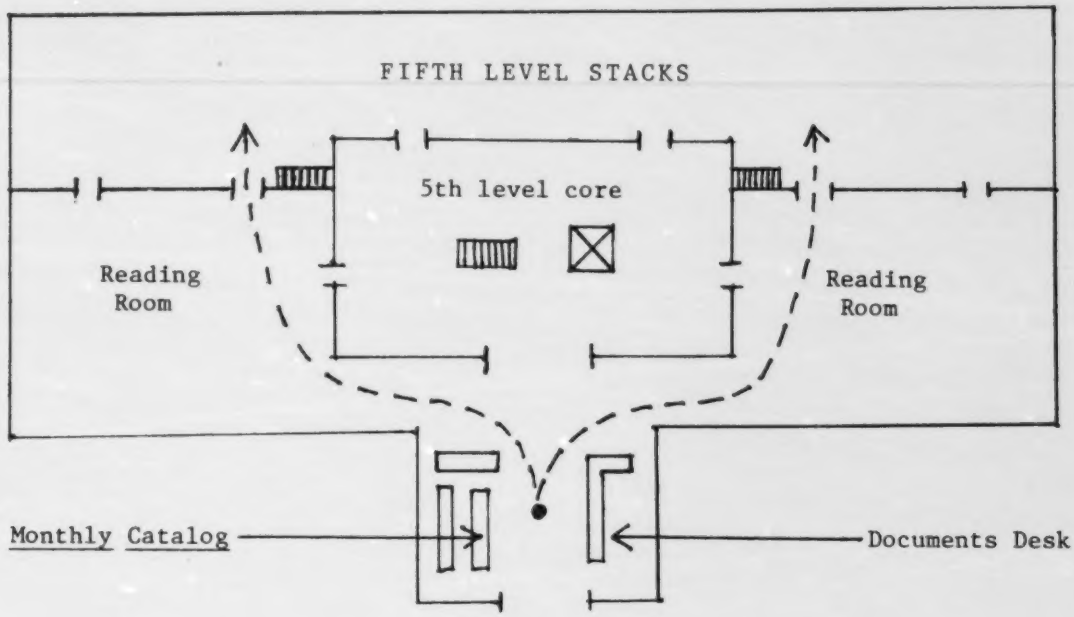
C 55.202:C 61

To find this particular document, it is necessary to divide it into the following segments: C, 55, 202, C, and 61. Each punctuation mark separates the segments. The period that is used between the 55 and the 202 is not a decimal point as it is in other classification systems used in Pattee; therefore, the number following it is a whole number and not a fraction. On the 5th level open stacks, look for the section with the C's. Then look in the C's for C 55, then within the C 55's look for C 55.202 and so on. It may be necessary to look within the box for your publication. A complete SuDoc number is marked on the upper left corner of each document.

You may have noticed in the example that the document "C 55.202:C 61" was published by the Environmental Data Service of the Commerce Department. ment. If so, perhaps you were sharp enough to recognize that the "C" of the SuDoc number stood for a ~~Defense~~ Department publication. The other symbols of the SuDoc number stand for various offices, series, and yearly publications within each federal department. For example, "A" signifies a Department of Agriculture publication and "S" is a State Department document.

How to Locate U.S. Government Documents

U.S. government documents are located on the 5th level stacks of Central the. You must be careful that you are looking for the document on this level and not in the 5th level core area:



To retrieve a document it is necessary to have the Superintendent of Documents number for that particular publication. You will find that the "SuDoc" classification is arranged in alphabetical order from A to Y. Most of the documents are shelved in metal pamphlet boxes which are marked with the SuDoc number of the first document in each box, reading from left to right.

If you have any problem using the Monthly Catalog, or finding an individual document in the stacks, ask for help at the Government Documents Reference Desk.

ASSIGNMENT FOURTEEN

GOVERNMENT DOCUMENTS

DIRECTIONS: Go to the Government Documents Department of the Library (2nd floor Central Pattee). The Monthly Catalog is located on the first index table across from the Document's Service Desk.

The 1970 Monthly Catalog lists a government publication on Population of Chile 1961-1991.

39. What is the entry number for this publication?

A. 8387

B. 225

C. C9243

40. What is the Superintendent of Documents number for this publication?

A. I49.13:490

B. S1.38:160

C. C3.205/5:1

41. Which U.S. Government agency issued this publication?

A. Patent Office

B. Census Bureau

C. State Department

ASSIGNMENT FOURTEEN CONTINUED ON THE NEXT PAGE

ASSIGNMENT FOURTEEN, con't.

DIRECTIONS: Go to the 5th level stacks. RECHECK map on page 52 to see exactly where you should enter the stacks. Find the government document with the Superintendent of Documents number listed below. It may be necessary to look through the metal files to find the proper publication.

*** If the publication you are looking for is not in its proper place, complete the second question.

42. What is the title of the publication with the Superintendent of Documents number TD3.17:N81c/draft/vol/ ?

A. Northeast corridor improvement project

B. Seatbelts and driving safety

C. Norwegian: basic manual

DO THIS PART ONLY IF YOU COULD NOT FIND THE DOCUMENT FOR THE QUESTION ABOVE.

What is the title of the publication with the Superintendent of Documents number C56.109:Em7/940-70 ?

A. Regional employment by industry

B. Cotton production in the U.S.

C. Mergers & acquisitions

CHAPTER FIFTEEN

MAPS AND ATLASES

The Map Room at Pattee Library has an extensive collection of maps and atlases. The maps found in the map room include thematic and topographic maps of varying scales and covering all areas of the world. Maps from various government agencies such as Defense Mapping Agency, U.S. Geological Survey, and National Ocean Survey are deposited here. City plans and road maps of the U.S. can be found here as well as aeronautical and nautical charts, census maps for countries, geographical reference works, travel and tourist information.

ATLASES

An atlas is a collection of maps which may be current or historical and which may cover the world or any section of the world. Atlases may include population charts, air distances tables, economic and political distribution maps, etc. Gazetteers are keys to place names and are an essential part of atlases.

The following is an example of an atlases:

Rand McNally Commercial Atlas and Marketing Guide

Primarily an atlas of America, it includes many statistical tables of population, business and manufacturers, agriculture, and other commercial features. Of particular interest is a state-by-state index which lists nearly 125,000 places (many of them without post offices). Population, map key, altitude, post office serving the point, transportation services, banking, county statistics, trade information, and other pertinent data are indicated by symbols, with a key to the symbols at the bottom of each page.

ASSIGNMENT FIFTEEN

MAPS AND ATLASES

Go to the Map Room of Pattee Library and ask the attendant at the desk for a city plan or a topographical map of your home town. Locate your street and your house on which ever map you choose to use. (There is an accession number stamped on each map). Have the attendant stamp this worksheet after you get the map.

_____ _____

Name of your home town State

_____ _____

Accession number on map (to be stamped)

For a class assignment, you have been assigned to find out some information about: Mitchell, South Dakota . Using the Rand McNally Atlas and Commercial Guide, answer the following questions:

43. In which county is your town located?

A. Davidson

B. Potter

C. Shannon

44. What is the elevation of the town? (answers in feet above sea level)

A. 500 - 1,000

B. 1,001 - 1,500

C. 1,501 - 2,000

45. What is the approximate population listed?

A. under 1,000

B. 1,000 - 9,000

C. 10,000 - 15,000

CHAPTER SIXTEEN

AUDIO SERVICES

The Arts Library

The Arts Library (4th floor East Pattee) is a source of printed as well as audio material. Two audio services available there are the spoken-word records and the music cassette listening service. The listening service includes tape cassettes of classical, jazz, blues, and authentic folk music. Both the spoken-word records and the music cassettes are represented in the main card catalog. There are also two separate card catalogs in the Arts Library for each of these collections. It is necessary to request a record or cassette by its disc number. These disc numbers will be found in place of a call number on the catalog card.

Listening-Learning

There are 16 listening-learning stations in the Reserve Reading Room in Pattee. These stations provide dial-access to many different types of audio-tapes. Many of the tapes are course related, but there are also tapes available on topics of interest such as "How to Stop Smoking," and "How to Improve Your Memory." Music tapes are also available for your listening pleasure. A Directory is printed each week and is available at each station. These provide the names of the courses being offered and the numbers that must be dialed in order for you to hear the tapes. Any tape not listed may be requested by using the black phone in each listening-learning area. Headsets are located at at each Listening-learning station in the Reserve Reading Room.

ASSIGNMENT SIXTEEN

AUDIO SERVICES

Part 1

You are taking a music course this term and have been assigned to listen to any work by Pierre Boulez.

DIRECTIONS: Go to the Arts Library on the 4th floor of East Pattee. Use the card catalog provided for the cassette collection. It is next to the service desk. Find any work by the composer above.

1. Write down the disc number on the line below. This is the number found in the upper left-hand corner of the card.
2. Request the cassette from the attendant on duty by presenting the disc number. You may check out the cassette, cassette player, and headset if you wish, but it is NOT necessary.
3. Ask the attendant to stamp your book on the line below.

_____ disc number

_____ stamp

Part 2

Your professor has asked you to listen to a speech that is on tape at the Listening-learning stations.

DIRECTIONS: Go to the Reserve Reading Room, ground floor West Pattee. When you arrive there, go to the Listening-learning stations which are located toward the back of the room. A directory should be available at each station. Choose a course you would like to hear. (You may want to look under FREE UNIVERSITY for some interesting tapes.) Dial in and listen to all or part of the tape you have chosen. Ask the attendant to stamp your book on the line below.

_____ stamp

CHAPTER SEVENTEEN

RESERVE READING ROOM

When instructors assign readings to their students, copies of the books and periodical articles that have been required are put on reserve in the Reserve Reading Room of Pattee Library. The Reserve Reading Room is located on the ground floor of West Pattee. There is no material on reserve in the Pollock-South and Findlay East Undergraduate Library Branches.

The reserve system at Pattee serves both undergraduate and graduate courses in the following colleges:

College of Business Administration
Colege of Education
College of Health, Physical Education and Recreation
College of Human Development
College of Liberal Arts
College of Arts and Architecture (below 400 level)
College of Agriculture (below 500 level)

HOW TO LOCATE A RESERVE BOOK OR PERIODICAL

Consult the Reserve Notebooks at the Reserve Circulation Desk. The contents of these notebooks, arranged by course and number (for example, History 21), give the author and title for each book and periodical placed on reserve. An asterisk beside the author's name indicates that the book is on closed reserve. If there is more than one reading list for the same course, be sure that you check for the list with your instructor's name at the top.

Reserve books are arranged alphabetically by author in the reserve self-service area. The few books on closed reserve may be requested and charged out at the Reserve Circulation Desk.

Reserve pamphlets and periodicals are also shelved in the self-service area. The articles are arranged in the following order: (1) alphabetically by course, then (2) numerically by course number, then (3) alphabetically by the instructor's last name, and finally (4) alphabeticaly by the title of the periodical article.

If you are unable to locate reserve material please ask for assistance at the reserve circulation desk.

LOAN PERIODS

Two-hour and overnight loans:

Materials may be charged out of the Reserve Reading Room for two hours. Materials in the self-service area need not be charged out for room use.

Reserve materials may be charged out overnight at 9:30 p.m. and are due by 9:30 a.m. the following day. Books charged out on Saturday are due by 2:30 p.m. on Sunday.

FINES

Fines are imposed in an effort to guarantee that all students will have full use of materials. If fines are paid when an overdue reserve item is returned, the total fine will be reduced 50 percent.

Loan Period	Fine
Two-hour loan	$.30 per hour
Overnight loan	$.30 per hour

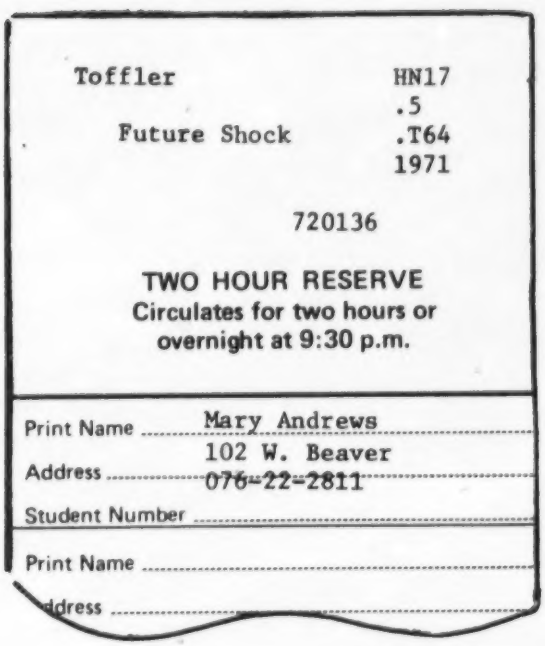
RESERVE MATERIAL AT THE OTHER BRANCHES OF THE LIBRARY

The subject branch libraries also maintain some reserve materials relating more specifically to their subject areas. For information regarding reserve lists, loan periods, fines and hours of service, inquire at the following:

Architectural Reading Room	310 Sackett
Arts (400 and 500 level courses)	East Pattee 405
Documents	Central Pattee 203
Earth and Mineral Sciences	105 Deike
Engineering	205 Hammond
Life Sciences (500 level courses)	East Patee 205
Mathematics	109 McAllister
Physical Sciences	230 Davey

EXAMINATION FILE

The Reserve Reading Room also maintains a collection of many past exams. These are sent voluntarily to the Reserve Reading Room by interested faculty. These examinations are used heavily both as study guides and in preparation for tests. The exams are filed alphabetically by course and number. In addition the same exam files may be found in the two Undergraduate Library branches Pollock-South and Findlay Hall East.



ASSIGNMENT SEVENTEEN

RESERVE READING ROOM

DIRECTIONS: The books and periodicals needed for this assignment are listed in the Reserve Notebooks under "English 20/Library Skills," and "English 30/Library Skills."

46. You have to read a book which is on reserve. What is the title of Chapter 4 of Communitas _____ written by Goodman.

A. The Legacy of Early Civilization
B. The Church as a Part of the Community
C. Making the New World Order
D. Integrated Plans

47. You also have to read a periodical article which is on reserve for your class. Go to the pamphlet/periodical section of the Reserve Reading Room and find the metal file for this class. Now find the folder entitled Women and the Law _____. OPEN UP the folder and look for the author listed next to the number 32. The author is

A. Thompson, M.
B. Abiko, Zenz
C. Bredin, P
D. Ward and Kassenbaum

THE END - THE BEGINNING

Our goals throughout this program have been to help you learn something about the library resources available to you on campus, how best to avail yourself of these resources, and above all to help you to be comfortable and at ease in Pattee Library. While this is the end of this unit, it is only the beginning of your association with the Library. You have learned where we are and something about what we are and what we have to offer. There is much more, however, and it is important for you to know that we can assist in ways that may not have been indicated in this relatively short course.

The books, indexes, atlases, etc. that you have looked at are very basic tools. Reference books and indexes exist for almost any subject you may become involved in here at Penn State. The reference staff will be glad to direct you to the best material in your field. However, before they can help you, they must know what you need help. Please ask!

FINAL DIRECTIONS are included in the Introduction.